

## **Position Description**

### **Development Program Specialist- Government Liaison FSN-11 Program and Project Development Office, USAID/Nepal**

#### **BASIC FUNCTION OF POSITION**

The incumbent will serve as USAID's key Foreign Service National (FSN) interlocutor with the Government of Nepal (GON), particularly the Ministry of Finance and the National Planning Commission, responsible for liaising and negotiating with senior ministry officials. As the key interlocutor with the GON, the incumbent will provide expert level advice and guidance to USAID/Nepal's Senior Leadership Team.

The incumbent will lead the task of coordination with the GON to ensure that USAID's portfolio is well coordinated with the host government and that all necessary actions are completed to ensure timely and continued funding for USAID activities. A key component of the position is to effectively communicate to the GON how USAID programs align with shared bilateral development priorities. This entails working with USAID staff and Implementing Partners (IPs) to ensure adequate coordination mechanisms are in place with relevant line ministries.

Given the unprecedented shift of the locus of governance from the national to the provincial and local levels through the federalization process, the incumbent will advise and provide expert guidance to USAID/Nepal's Senior Leadership Team on shifts in policies and practices, particularly on delegation of fiscal authority and its implications for USAID programs. The incumbent will also assist USAID/Nepal's five technical offices in their engagement with line ministries and sub-national government authorities and will help the Mission respond to issues that arise during the federalization process. Additionally, the incumbent will support USAID technical offices in developing, negotiating, implementing, and monitoring government-to-government assistance programs and ensuring compliance with USAID and Mission policies on government-to-government programming.

The incumbent will also provide expert political and socioeconomic analysis to inform program design and implementation; and will serve as the Mission's alternate budget specialist, supporting USAID/Nepal's budget planning and management processes.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

##### **% OF TIME**

##### **A. Government of Nepal (GON) Outreach and Relationship Building (50%)**

- i) Negotiate and Ensure Adherence to Bilateral and Assistance Agreements: Liaise and negotiate with senior GON officials, particularly with the Ministry of Finance, the National Planning Commission, and other relevant line ministries as they pertain to the U.S. Government's Bilateral and Assistance Agreements with the GON. The incumbent will be the Mission's principal point of contact with the Ministry of Finance on the execution of Assistance Agreements, Implementation Letters, and all other budget and assistance related issues for the USAID/Nepal portfolio that is worth approximately \$110 million annually. This includes assessing the GON's adherence to the Bilateral and Assistance Agreements, coordinating and negotiating amendments to the agreements, and resolving complicated

- emerging issues that may include taxation, registration of U.S. Government funded development assistance, and array of other topics that affect USAID's development activities in Nepal. Provide guidance to the Mission's Budget Team and Technical Offices in preparing and executing implementation letters under the Assistance Agreement. Work closely with the Mission's Senior Leadership Team and Ministry of Finance senior officials to facilitate the timely approval of Assistance Agreement amendments and implementation letters to allow for the effective implementation of development programs.
- ii) **Ensure Programmatic Alignment with U.S. Government and Government of Nepal Priorities:** Serve as USAID's lead FSN interlocutor with the GON, primarily with the Ministry of Finance and National Planning Commission, to coordinate programming and budgeting, and other areas as needed/appropriate. Work closely with the Ministry of Finance and the Mission's Senior Leadership Team to build cooperation and understanding of USAID programs and ensure USAID's programmatic alignment with GON priorities, policies, and programs, and their coordination with relevant line ministries. This includes meeting regularly and liaising with senior level officials at the Ministry of Finance and the National Planning Commission; and planning and executing the USAID/GON joint portfolio review meetings.
  - iii) **Support the Missions Understanding and Response to Nepal's Federalization Process:** Advise USAID Senior Leadership Team and technical staff on shifts in GON policies and practices related to federalization, particularly the delegation of fiscal authorities and their implications on USAID programming. Participate in the Mission's Federalization Working Group in coordination with the Democracy and Governance Office (DGO) and the Public Financial Management Working Group. Provide policy analysis and advice to the Mission's Senior Leadership Team to facilitate engagement with line ministries and local/sub-national government authorities on the federalization process and emerging issues that impact development assistance.

## **B. Political and Socio-Economic Analysis (30%)**

Provide expert level advice and guidance to the USAID Senior Leadership Team and other staff on developments and trends within the Ministry of Finance, National Planning Commission, and other relevant cross-sectoral ministries. Draft memos and position papers as requested to inform and assist the USAID Senior Leadership Team in successfully engaging with the GON.

Conduct political and socio-economic analyses (that may include cost-benefit, cost-effectiveness, and/or other types of analysis), particularly related to topics that affect the overall operating environment for development assistances and USAID's relationship with the GON. These analyses will inform the design, implementation, and monitoring and evaluation of USAID projects and activities in the economic growth, agriculture, natural resource management, energy, democracy and governance, public financial management, health, and education sectors. Advise the Mission's Senior Leadership Team on how to design and adapt programs to respond to political and socioeconomic trends.

Conduct annual analyses of the GON's budget process, from planning to execution, and provide expert level advice on the GON's budget processes to the USAID Senior Leadership Team, including impacts on direct government-to-government funding.

Draft key sections of the U.S. Embassy's annual Operational Plan, Performance Plan and Report, Mission Resource Request, and other strategy and planning documents focusing on socio-economic trends.

Provide analysis that contributes to U.S. foreign policy goals and is utilized by the most senior levels officials across the U.S. Embassy Kathmandu interagency.

### **C. Lead Budget Planning and Management (20%)**

Negotiate and support the execution of the annual obligation of funds through Assistance Agreement Amendments with senior members of the Ministry of Finance (MOF).

Draft, negotiate, and lead the process to execute of Implementation Letters with the MOF.

Serve as the Mission's alternate budget specialist, supporting sound budget planning and management in accordance with U.S. Government laws and USAID policies.

Ensure that USAID regularly updates its budget and program information in the GON's AID Management Platform and complies with all related donor requirements for that system.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** A minimum of a Bachelor's degree in economics, public policy, business administration, or related field.
- b. **Prior Work Experience:** A minimum of five years of full-time employment in a relevant role (e.g., working with the Government of Nepal, donors, development project implementation, political or economic analysis). Demonstrated experience using political or economic analysis to support development-related programming is required.
- c. **Post Entry Training:** USAID Programming Foreign Assistance, Project Design and Management, Evaluation for Evaluation Specialists.
- d. **Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):* Level IV (fluent) in English is required. Level IV (fluent) in Nepali is required.
- e. **Job Knowledge:** Demonstrated ability to conduct economic analysis is required. Knowledge of Government of Nepal procedures related to budget preparation and management is required, as well as prior working experience related to economic development, donor coordination, and development planning.
- f. **Skills and Abilities:**
  - Excellent interpersonal skills and proven ability to form effective professional relationships
  - Oral and written communication skills to deal effectively with mid-and high-level contacts within the U.S. Government, the Nepali Government, USAID implementing partners, and other stakeholders
  - Excellent analytical skills and the ability to summarize complex concepts and a large quantity of information in a clear and concise manner
  - Excellent research and data collection methodology skills

- Ability to create organizational work plans based on higher-level goals
- Skills in supporting staff with a variety of levels of knowledge and capabilities
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Ability to apply USAID regulations and procedures to daily work requirements
- Excellent computer skills, including statistical software, word processing, spreadsheet programs and database management.

#### **POSITION ELEMENTS:**

- Supervision Received:** Supervision is provided by USAID's Program and Project Development Office Director. S/he will provide oversight and discuss assignment priorities, make special assignments when appropriate, or consult on complex, unusual or particularly unique tasks. Routine tasks will be performed independently. Work is reviewed for validity, reasonableness, productivity and effectiveness.
- Supervision Exercised:** Formal supervision of other Mission staff is not contemplated.
- Available Guidelines:** ADS, USAID/Nepal Mission Orders, USAID General Notices, and other guidelines.
- Exercise of Judgment:** The Senior Program Specialist (Government Liaison) is expected to exercise initiative and independent judgment based on his/her comprehensive knowledge of economics and of development programs. S/he must also exercise competent business judgement in dealing effectively with internal and external clients. S/he exercises initiative and independence in performing standard duties in full compliance with all relevant laws, regulations and procedures.
- Authority to Make Commitments:** The Incumbent has the authority to prioritize own work load, but will not make commitments on behalf of USAID.
- Nature, Level, and Purpose of Contacts:** Daily, direct contact with USAID Senior Leadership and frequent contact with high-level Government of Nepal officials and U.S. Embassy officials. The Senior Program Specialist (Government Liaison) will frequently represent USAID before host country officials. Contacts with outside organizations are required in order to fulfill the responsibilities described above.
- Time Expected to Reach Full Performance Level:** One year